



**DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY**

"DPH Employees are strongly encourage to apply"

ASSISTANT SUPERVISOR OF SCIENTIFIC SUPPORT SERVICES

Laboratory – Scientific Support Services

POSTING DATE: July 7, 2014

CLOSING DATE: July 14, 2014*

PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

OPEN TO: Candidates on a current examination list

POSITION CONTROL NUMBER: 107113DL **NOTE:** THIS NUMBER **MUST** BE INCLUDED ON YOUR APPLICATION

LOCATION: 395 West Street, Rocky Hill

SHIFT/HOURS: 1st Shift/35 hours/week

SALARY GROUP/RANGE: HN 17/\$43,399*-\$58,260 (*NEW State Employees)

Preferred Skills:

- Knowledge of laboratory information management systems.
- Knowledge of Universal Laboratory Precautions and Personal Protective Equipment.
- Knowledge of function and use of Biological Safety Cabinets.
- Knowledge of preparing written Standard Operating Procedures.
- Knowledge of Health Insurance Portability and Accountability Act (HIPAA) as it relates to clinical laboratory testing.
- Knowledge of Packaging and Shipping Infectious Substances Category A & B and Exempt Human Specimens.

NOTE: Candidates must have applied for and passed the **Assistant Supervisor of Scientific Support Services** exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skill and Ability:

Considerable knowledge of methods used for the sterilization of equipment, culture media and infectious material; considerable knowledge of equipment used for sterilization; knowledge of aseptic techniques; knowledge of simple chemical and microbiological terminology; ability to lead staff; ability to understand and follow written and oral instructions; interpersonal skills.

EXPERIENCE AND TRAINING

General Experience:

Five (5) years of experience in a health, academic or diagnostic laboratory including experience in washing and sterilization of glassware, culture media preparation, and preparation and mailing of laboratory specimen containers.

Special Experience:

One (1) year of the General Experience must have been at the level of Laboratory Assistant 2 or above.

Substitution Allowed:

College training in the biological or physical sciences may be substituted for the General Experience on a year-for-year basis where thirty (30) semester hours equals one (1) year to a maximum of four (4) years.

WORKING CONDITIONS:

May occasionally be required to lift standard laboratory equipment and/or trays/boxes of glassware; may be exposed to some risk of injury from such hazards as rabid animals, broken glass, toxic vapors, and toxic and/or disease-carrying substances; may be exposed to moderately disagreeable conditions.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST SUBMIT A COMPLETE State of Connecticut Application Form for Examination and Employment (Form CT-HR-12), INCLUSION OF A RESUME IS OPTIONAL. THE ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

Department of Public Health
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308
FAX: 860-509-7184(if faxing, only one application is necessary)
EMAIL:dph.recruitment@ct.gov

* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).
THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860/509-7220.